

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
RECORDS RETENTION AND DISPOSITION**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGRRD-001	<p>RETENTION SCHEDULES</p> <p>Records retention and disposition schedules of a local government or any of its departments or subdivisions as issued by the Delaware Public Archives.</p>		Replace as updated.
LGRRD-002	<p>RECORDS DESTRUCTION FORMS</p> <p>Destruction authorizations for local government records as approved by the Delaware Public Archives.</p>		Retain at agency 10 yrs; destroy.
LGRRD-003	<p>RECORDS TRANSFER FORMS</p> <p>Lists of records transferred by local governments to a records center or to Delaware Public Archives for storage, preservation or imaging.</p>		Maintain permanently at agency.
LGRRD-004	<p>RECORDS INVENTORIES</p> <p>Inventory of active and inactive records of the local government or any of its departments or subdivisions.</p>		Replace as updated.
LGRRD-005	<p>RECORD SERIES INVENTORY FORMS</p> <p>Appraisal form for each record series appearing on an approved records retention schedule.</p>		Retain at agency until retention schedule is approved; destroy.
LGRRD-006	<p>RECORD SERVICES FORMS</p> <p>Forms used to request that records be retrieved from Delaware Public Archives or offsite storage facilities.</p>		Retain at agency 3 yrs; destroy.
LGRRD-007	<p>RECORDS OFFICER / AUTHORIZED AGENTS FORMS</p> <p>Forms used to establish agency staff who are authorized to initiate records management activities with Archives. Appointed or re-appointed annually.</p>		Retain at agency 3 yrs; destroy.